

**Treasury Documentation****Subject:** GroupWise Account Size Exception, Obtain Approval**For:** EMPLOYEE HANDBOOK**Also See:**

<b>Identification</b>	PT-03245
	Procedure
<b>Effective Date</b>	1-1-2006
<b>Replaces</b>	New

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**Employee**      **Note:** The new GroupWise system places a restriction of 100 megabytes (MB) on account size for users, with a few exceptions based on classification. This Procedure puts in place a mechanism for approving size waivers for special situations.

1. Requests exception to the 100 MB size limit by completing form 4352 GROUPWISE EXCEPTION REQUEST and submitting it to Supervisor.

**Supervisor**

2. Approves or denies exception request.
  - A. If exception request is denied, returns 4352 to employee.
  - B. If exception request is approved, submits 4352 to Division Administrator for approval.

**Division Administrator**

3. Reviews 4352 considering employee's position description, function and job requirements.
4. Determines if a special need exists.
5. Determines if improved record management practices could address the special need or if an exception is warranted.
  - A. If exception request is not approved, assigns GroupWise Liaison to work with the employee on revised record retention procedures to bring employee into size compliance.
  - B. If exception request is approved, submits 4352 to Bureau Director with appropriate comment.

**Bureau Director**

6. Assesses exception request on its merits.
  - A. Reviews overall request to determine whether employees with similar functions and responsibilities are requesting exceptions.
  - B. Suggests alternatives for managing e-mail within the unit.
7. If exception request is denied, returns 4352 to Division Administrator with request for further investigation and resolution.
8. If exception request is approved, submits 4352 to Chief Deputy Treasurer for approval.

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Chief Deputy  
Treasurer

9. Reviews request and supporting materials.
10. Determines impact of the request in the short term as well as precedent for long-term GroupWise account management.
11. If exception request is denied, cites reasons and returns 4352 to Bureau Director.
12. If exception request is approved, signs and sends 4352 to Department of Information Technology for system modification to accommodate exception.

**End**